


Name of Policy:	<u>Staging of Non-Analytic Cases</u>	
Policy Number:	3364-105-414	
Department:	Cancer Center	
Approving Officer:	Chief Executive Officer - UTMC	
Responsible Agent:	Chief Administrative Officer – Outpatient Integrated Clinical Operations	
Scope:	Cancer Center Administration	Effective Date: 03/1/2020 Initial Effective Date: 4/1984
<input type="checkbox"/> New policy proposal		<input type="checkbox"/> Minor/technical revision of existing policy
<input type="checkbox"/> Major revision of existing policy		<input checked="" type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

It is the policy of the University of Toledo Medical Center (UTMC) to stage all analytic cases as well as non-analytic cases with a Class of Case 30-99 in order to comply with the Ohio Cancer Incidence Surveillance System (OCISS) requirements. Effective 11/01/13, OCISS will no longer collect non-analytic cases (Class of Case 30-37) UNLESS the patient’s initial diagnosis was within the past 24 months. Class of Case 38 cases should continue to be reported regardless of date of diagnosis.

(B) Purpose of Policy

To identify non-analytic cases reportable to OCISS and record the required staging into the Cancer Registry database.

(C) Scope

This policy applies to all health information management employees. Mainly used by the cancer registry department in conjunction with the cancer committee.

(D) Procedure

If the original staging is available:

1. The original staging should be entered into the patient’s abstract.
2. If the disease is a recurrence and the date of first recurrence is known, enter this date into the patient’s abstract. Record the date the physician diagnoses the first progression, metastasis, or recurrence of disease after a disease free period.
3. If a recurrence date is recorded, the type of first recurrence must be determined and recorded following the guidelines in SStandards for Oncology Registry Entry Manual. Released 2018. (STORE)

If the original staging is not available:

1. Make all attempts to obtain information to stage the non-analytic case including information from the initial diagnosis if this instance is a recurrence.
2. For any information that is not attainable, a code 9 will be used which designates that the criteria needed is unknown.

The Cancer Registry will abstract at least 90% of all reportable cases within 6 months of the date of first contact.

Approved by:	Review/Revision Date:
<u>/s/</u> _____ <u>02/24/2020</u> Daniel Barbee, RN, BSN, MBA Chief Executive Officer - UTMC Date	11/13 3/14 3/17 3/20
<u>/s/</u> _____ <u>02/24/2020</u> Allen Seifert Chief Administrative Officer – Outpatient Integrated Clinical Operations Date	
<u>/s/</u> _____ <u>02/23/2020</u> Carrie Andrews, BA, CTR Cancer Registry Date	
<u>/s/</u> _____ <u>02/24/2020</u> Krishna Reddy, MD, Ph. D. Chairman, Cancer Committee Date	
	Next Review Date: 03/01/2023

Policies Superseded by This Policy: 10-412

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.